

~~CONFIDENTIAL~~

Approved For Release 2002/05/06 : CIA-RDP78-04718A001500160043-3

25X1A

25X1A

LOGISTICS

1 February 1955

## SUPPLY

### EXECUTIVE FURNISHINGS

#### CONTENTS

	Page
GENERAL.....	
DEFINITION.....	
POLICY.....	
REQUISITIONING.....	
RESPONSIBILITY AND AUTHORITY.....	
TABLE OF ALLOWANCES.....	

#### 1. GENERAL

This regulation prescribes Agency policy regarding the issue of executive furnishings and provides a table of maximum allowances and requisitioning procedures therefor.

#### 2. DEFINITION

Executive furnishings are special types of office equipment which are higher in quality than normal issue and which are especially authorized for use by designated employees of the Agency.

#### 3. POLICY

The issue of executive furnishings shall be in accordance with the Table of Allowances, Attachment 1, and shall be limited to personnel in the following categories:

- a. Personnel occupying Table of Organization positions in grades GS-16 and above, and their immediate staffs.
- b. Personnel occupying Table of Organization positions in grade GS-15.

#### 4. REQUISITIONING

- a. Executive furnishings are regulated items controlled by the Chief of Logistics and subject to the requisitioning procedures set forth in Agency Regulation   Supply, Requisitioning.
- b. All headquarters requests for executive furnishings will be submitted to the Building Supply Officer having support responsibility for the office concerned, and, if security permits, will cite the name of the employee for whom the executive furnishings are required, his room number and building, office, and division.

~~CONFIDENTIAL~~

25X1A

25X1A

25X1A

LOGISTICS

- c. Requisitions for executive furnishings will contain the following certification, signed by an authorized representative of the requesting office:

"The above items of executive furnishings are required for personnel as authorized in Regulation [ ] Supply, Executive Furnishings. I certify that executive furnishings of the type requested are not now being utilized by individuals in this office not authorized to do so by Regulation [ ]"

25X1A

25X1A

- d. Requests for exceptions to the Table of Allowances or requests for executive furnishings to meet special requirements not provided for herein, must be fully justified on the requisition or in an attached memorandum.

#### 5. RESPONSIBILITY AND AUTHORITY

It will be the responsibility of Operating Officials and chiefs of domestic field installations, or their designees, to ensure that prudent and authorized use of executive furnishings is made in offices, divisions, and installations under their jurisdictions. The Chief of Logistics is authorized to review the utilization of executive furnishings in order to ensure compliance with policy prescribed in this regulation.

#### 6. TABLE OF ALLOWANCES

The Table of Allowances for executive furnishings stipulates the maximum allowance authorized. The fact that items appear on the Table of Allowances does not imply that authorized personnel must be equipped with each of the items (see Attachment 1). Only those items actually required should be requisitioned.

DISTRIBUTION: AB

CONFIDENTIAL

CONFIDENTIAL

25X1A

25X1A

LOGISTICS

TABLE OF ALLOWANCES  
EXECUTIVE FURNISHINGS

This Table of Allowances prescribes the maximum allowances of executive furnishings for the categories of personnel listed below. The allowances set forth herein will not be regarded as a basis for the automatic requisitioning of all items listed. The categories appearing in the "Basis of Issue" column have the following meaning:

Category (1) - Personnel occupying Table of Organization positions in grades GS-16 and above, and their immediate staffs.

Category (2) - Personnel occupying Table of Organization positions in grade GS-15.

Consistent with the Agency Supply Economy Program, less expensive items will be requisitioned whenever possible, e.g., tables instead of desks.

ITEM NO.	STOCK NUMBER	NOMENCLATURE	UNIT	QUANTITY	BASIS OF ISSUE
1.	7/7105-005-1215	Davenport, 3 person, upholstered, 3 removable cushions, 78 inches	Ea	1	Per office, Category (1)
2.	7/7110-005-1150	Tray, ash, wood base, walnut, w/glass liner, amber, 8 inches, round	Ea	1	Per employee, Categories (1)(2)

Attachment 1

CONFIDENTIAL

CONFIDENTIAL

25X1A

25X1A

LOGISTICS

ITEM NO.	STOCK NUMBER	NOMENCLATURE	UNIT	QUANTITY	BASIS OF ISSUE
3.	7/7110-005-1211	Chair, rotary, w/o arms, wood, walnut, lea. upholstered seat & back, form fitting, w/casters	Ea	1	Secretarial employee Category (1)
4.	7/7110-005-1268	Cabinet, telephone, wood, walnut, bracket legs, exec. type	Ea	1	Per employee, Categories (1)(2). Either item 4 or 17
5.	7/7110-005-1271	Chair, easy, straight, plain back, w/arms, lea. upholstered	Ea	1	Per office, Category (1)
6.	7/7110-005-1272	Chair, straight, wood, walnut, w/arms, straight back, lea. upholstered back and seat, w/square legs, 4 leg type, w/rubber cushion glides, #2C	Ea	6 3 (a)	Per Office, Category (1) Per Office, Category (2) a. As required for Conference Room, Categories (1)(2), See para. 4a
7.	7/7110-005-1273	Chair, swivel, wood, walnut, w/arms, straight back, lea. upholstered arms, back and seat, adjustable seat ht., w/tilting adjustment, w/casters	Ea	1	Per employee, Categories (1)(2)
8.	7/7110-005-1276	Desk, flat top, wood, walnut, 66x40x30.5 inches, double pedestal, w/bracket legs	Ea	1	Per employee, Categories (1)(2)

Attachment 1

CONFIDENTIAL

25X1A

25X1A

LOGISTICS

ITEM NO.	STOCK NUMBER	NOMENCLATURE	UNIT	QUANTITY	BASIS OF ISSUE
9.	7/7110-005-1278	Desk, Typewriter, wood, walnut finish, 60x34x30.5 inches, double pedestal, w/bracket legs, typewriter compartment on left side, pull-out platform type	Ea	1	Per secretarial employee, Category (1). Either item 9 or 10
10.	7/7110-005-1279	Desk, same as 9 w/typewriter compartment on right side	Ea	1	Same as item 9
11.	7/7110-005-1290	Table, office, wood, walnut, w/sq legs, 36x24 inches, one drawer	Ea	1	Per employee, Categories (1)(2). Choice of item 11, 12, or 13
12.	7/7110-005-1291	Table, office, wood, walnut, w/sq legs, 60x34 inches, two drawers-one each side	Ea	1	Per employee, Categories (1)(2). Choice of item 11, 12, or 13
13.	7/7110-005-1292	Table, office, wood, walnut, w/sq legs, 72x36 inches, two drawers and one shelf	Ea	1	Per employee, Categories (1)(2). Choice of item 11, 12, or 13
14.	7/7110-005-1293	Table, office, wood, walnut, pedestal type legs, 96x48 inches, two drawers- one at each end	Ea	(a)	a. As required for Conference Room only, Categories (1)(2). See para. 4d

Attachment 1

CONFIDENTIAL

25X1A

LOGISTICS

25X1A

ITEM NO.	STOCK NUMBER	NOMENCLATURE	UNIT	QUANTITY	BASIS OF ISSUE
15.	7/7110-005-1294	Table, office, wood, walnut, pedestal type, 120x48 inches, two drawers- one at each end	Ea	(a)	a. As required for Conference Room only Categories (1)(2). See para. 4d
16.	7/7110-005-1295	Table, office, wood, walnut, pedestal type, 144x48 inches, 2 drawers- one at each end	Ea	(a)	a. As required for Conference Room only, Categories (1)(2). See para. 4d
17.	7/7110-005-1296	Table, Telephone, wood, walnut, w/round legs, 24x18 inches, one drawer and one shelf	Ea	1	Per employee, Categories (1)(2), Either item 4 or 17
18.	7/7195-005-1274	Costumer, wearing apparel, wood, walnut fins, 4 wooden 3 in. pegs for coats, 4 wooden 4.25 in. pegs for hats, 67 inches high	Ea	1 or 2	Per office, Categories (1)(2)
19.	7/7195-254-8957	Stand, smoking, hollow base, metal, bronze finish, nickel or chromium plated tray, 6 in. dia. bowl in weighted base, w/semi-rocking base, 22 inches high	Ea	1	Per employee, Categories (1)(2)

Attachment 1

4

CONFIDENTIAL

CONFIDENTIAL

25X1A

LOGISTICS

25X1A

ITEM NO.	STOCK NUMBER	NOMENCLATURE	UNIT	QUANTITY	BASIS OF ISSUE
20.	7/7220-005-2145	Carpet, velvet, twisted pile, 9 ft Beige			
21.	7/7220-005-2146	Carpet, velvet, twisted pile, 9 ft Green			
22.	7/7220-005-2147	Carpet, velvet, twisted pile, 12 ft Beige			
23.	7/7220-005-2148	Carpet, velvet, twisted pile, 12 ft Green	Ea	1	Per office, Category (1), wall to wall carpeting. (Furnish measurement of room.)
24.	7/7220-005-2149	Carpet, velvet, twisted pile, 15 ft Beige			
25.	7/7220-005-2150	Carpet, velvet, twisted pile, 15 ft Green			
26.	7/7220-005-2151	Carpet, velvet, twisted pile, 18 ft Beige			
27.	7/7220-005-2152	Carpet, velvet, twisted pile, 18 ft Green			
28.	7/7350-005-1284	Pitcher, vacuum, w/acces., chrome	Ea	1	Per employee, Category (1)
29.	7/7350-005-4166	Pitcher, vacuum, w/acces., plastic	Ea	1	Per employee, Category (2)

Attachment 1

CONFIDENTIAL

CONFIDENTIAL

25X1A

25X1A

LOGISTICS

ITEM NO.	STOCK NUMBER	NOMENCLATURE	UNIT	QUANTITY	BASIS OF ISSUE
30.	7/7510-005-1036	Calendar pad, tear-off, 6-1/4x10	Ea	1	Per employee, Categories (1)(2)
31.	7/7510-254-8388	Paper, blotting, brown, 24x38 in	Ea	1	Per employee, Categories (1)(2)
32.	7/7520-005-1037	Pad, desk, blotter, felt, brown, 24x38 in	Ea	1	Per employee, Categories (1)(2)
33.	7/7520-005-1282	Fountain Pen, desk set, double unit, executive	Ea	1	Per employee, Category (1)
34.	7/7520-005-1283	Fountain Pen, desk set, single unit, executive	Ea	1	Per employee, Category (2)
35.	7/7520-238-2797	Tray, desk, box, wood, walnut, w/1 cut-out	Ea	2	Per employee, Categories (1)(2) - (Optional)
36.	7/7520-240-4819	Basket, wastepaper, metal, square, w/feet, walnut	Ea	1	Per employee, Categories (1)(2)
37.	7/7520-241-2947	Stand, calendar, executive	Ea	1	Per employee, Categories (1)(2)

Attachment 1